



**SUPPORT AGREEMENTS PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 25-201, dated 1 December 1996, and ACC Supplement to AFI 25-201, dated 16 February 1999, are supplemented as follows.** This supplement provides guidance and procedures for Support Agreement Managers at both the Wing and Group levels to negotiate, coordinate and document recurring day-to-day peacetime support. It applies to all 70th Intelligence Wing (70 IW) staff offices and subordinate units but not to 70 IW-gained Air National Guard (ANG) or Air Force Reserve Command (AFRC) members or units.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This publication has been changed from an instruction to a supplement. This supplement provides additional guidance on management of the Support Agreement Program. It defines administrative procedures and management responsibilities for Wing and Group programs. It also lists milestone timelines for the initial coordination of agreements as well as the review process.

1.2.6. (ACCSUP1) (Added) All new, re-negotiated, and rewritten Memorandum of Agreements or Memorandum of Understandings (MOA/MOUs) will be negotiated and document on a DD Form 1144, *Support Agreement*, when support is provided on a recurring basis. Functional OPRs will forward all MOA/MOUs to the Support Agreement Manager (SAM) to review for policy and procedural content before proceeding with their coordination process. The screening of these MOA/MOUs by the SAM is to determine if they should be negotiated as support agreements.

2.1.7. (Added) **The 70 IW, 373 IG, 543 IG, and 694 IG Commanders will:**

2.1.7.1. (Added) Establish a support agreements program to provide policy, guidance, and oversight to subordinate units as applicable.

2.1.7.2. (Added) Ensure all Interservice Support Agreements (ISA) initiated by their respective staffs are coordinated through the Plans and Programs office (XP/J5).

2.1.7.3. (Added) Ensure all MOA/MOUs initiated by their respective staffs are coordinated through the Plans and Programs office (XP/J5).

2.1.7.4. (Added) Appoint in writing a primary and alternate Support Agreement Manager (SAM), and ensure they are trained within 90 days of appointment. Training can be acquired through the host base or group/wing SAMs, one-on-one On the Job Training (OJT), or formal training.

2.1.7.5. (Added) Appointment letters should contain the primary and alternate managers' name, rank, office symbol, secure phone and fax numbers, unclassified phone and fax numbers, and secure and unclassified E-mail addresses.

2.1.7.6. (Added) Sign/approve all ISAs between subordinate units and their host base, unless otherwise directed by higher headquarters. As mentioned in the HQ ACC Sup1 to AFI 25-201 "Normally the approval authority rests with the 0-6 within the chain of command where the agreements are located."

2.1.7.7. (Added) The 31 IS is geographically separated unit (GSU) from the 543 IG. As mentioned in the HQ ACC Sup1 to AFI 25-201, "The GSU will prepare and negotiate their support agreements. Once prepared, the GSU commander will sign the agreement in Block 11 of the DD Form 1144 and forward the agreement to its parent unit (543 IG) for approval."

2.3.3. (ACCSUP1) (Added) **Wing/Group/Unit/ Support Agreements Manager will:**

2.3.3.1. (ACCSUP1) (Added) Be responsible for the management and administration of the support agreement program. They are the organizations' single point-of-contact for coordinating support agreements. They prevent unnecessary delays in negotiating, revising, and reviewing support agreements. It is the sole responsibility of each Functional Area Agreement Coordinator (FAAC) to ensure support categories are appropriately addressed. Refer to AFI 25-201, chapter 2 for more details.

2.3.3.2. (ACCSUP1) (Added) Identify, track, and trend the health of the support agreement program within the unit's scope. Forward items with potential wing-wide application to 70 IW/XP.

2.3.3.3. (ACCSUP1) (Added) Maintain a separate file for each agreement for which they are directly responsible. Ensure each file contains, as minimum, a copy of a signed agreement, POCs and phone numbers of the parties involved, and any supporting documentation obtained prior to signature.

2.3.3.4. (ACCSUP1) (Added) Maintain copies of subordinate group/units' support agreements. For example, group SAMs will maintain squadron-level agreements, and the Wing SAM will maintain group-level agreements.

2.3.3.5. (ACCSUP1) (Added) Develop and distribute policy and guidance to subordinate units.

2.3.3.6. (ACCSUP1) (Added) Request, in writing, annual SAVs from the host base SAM, if applicable.

2.3.3.7. (ACCSUP1) (Added) Take appropriate action to ensure SAV observations are fully resolved.

2.3.3.8. (ACCSUP1) (Added) Review Inspector General (IG) Mission Effectiveness Inspection (MEI), Unit Compliance Inspections (UCI), and HHQ SAV reports.

2.3.3.9. (ACCSUP1) (Added) Coordinate each support agreement with functional area experts to ensure each support category is satisfactorily addressed.

2.3.3.10. (ACCSUP1) (Added) Elevate impasses to 70 IW/CC and provide an informational copy to 70 IW/XP by the most expeditious means with formal message to follow. Formal messages should originate from the commander after close coordination with the functional area experts and the SAM. Refer to AFI

25-201, paragraph 5.5, *Resolving Impasses*, and HQ ACC Sup 1 paragraph 5.5.1. for more in-depth guidance.

2.3.3.11. (ACCSUP1) (Added) With the exception to Manpower (MO) and Financial Management (FM) who will be coordinated in-turn, submit an individually copied staff summary sheet or letter to the Judge Advocate (JA), and Safety (SE). Include instructions for Manpower to provide manpower requirements in the manpower annex, FM in the funding annex, and JA to provide a legal review with liability assessment.

2.3.3.12. (ACCSUP1) (Added) Develop local procedures to prepare, coordinate, and finalize agreements. Ensure commanders do not sign agreements without being coordinated through the functional experts and the SAM.

2.3.3.13. (ACCSUP1) (Added) Forward all coordinated support agreements for approval and signature to the appropriate level commander and comptroller.

2.3.3.14. (ACCSUP1) (Added) Ensure ISAs are not signed at the unit level. However, permit Functional MOA/MOUs be signed at the unit level with consent of the respective group commander.

2.5.2. (Added) **Wing/Group Manpower (Groups with authorized manpower billet) will :**

2.5.2.1. (Added) If manpower is to be provided (transferred), ensure a manpower annex is written for each agreement and an audit trail is established.

2.5.2.2. (Added) Ensure copies of all associated manpower transfers/annexes are provided for filing with master support agreement.

2.5.2.3. (Added) Work with the functional experts to estimate man-hours to manpower (mainly new agreements, but also during annual budget review).

2.5.2.4. (Added) Assist the Financial Manager/Unit Resource Advisor in developing unit cost factor data. The Wing/Group Manpower office must review all ISAs.

2.6.3. (Added) **Wing Comptroller/Group Financial Manager or Financial Management Analysis will:**

2.6.3.1. (Added) Ensure accuracy of estimated reimbursements.

2.6.3.2. (Added) Assist SAM(s) in identifying what is to be paid including its basis and estimated reimbursements, on the DD Form 1144 and funding annex.

2.6.3.3. (Added) Ensure the funding annex includes computation data in sufficient detail to provide an audit trail of reimbursement and frequency of billing.

2.6.3.4. (Added) Perform and document annual budget reviews on all ISAs. Review the ISA funding annex to ensure continued accuracy of estimated reimbursement charges. The reimbursement collected should be compared to estimated reimbursements on the DD Form 1144.

2.6.3.5. (Added) Inform unit SAM, in writing, of any changes to funding.

2.6.3.6. (Added) As a minimum, the group's FM will sign the support agreement as the Comptroller for its subordinate units if the FM can complete the funding review and ensure items in paragraphs **2.6.3.1. (Added)** through **2.6.3.4. (Added)** can be accomplished. If not, the agreement must be elevated to 70 IW/FM for review and Comptroller signature.

2.10. (Added) **Communications and Information Services:**

2.10.1. (Added) Groups should coordinate with host base/support agency for common user communications and information services. Coordinate associated agreements with 70 IW/SCP.

2.10.2. (Added) During annual SAVs 70 IW/SC will review Group support agreements for communications and information services negotiated with supply/receiving agencies. When necessary, coordination with host base communications units will be also be accomplished

2.11. (Added) **Wing/Group/Unit Safety Office will:**

2.11.1. (Added) Review all agreements for compliance with applicable instructions, directives, standards, and Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH).

2.11.2. (Added) Review all agreements, ensuring, when available, host installation provides ancillary safety training; i.e., traffic safety, newcomer's orientation, etc.

5.4.6. (ACCSUP1) (Added) The use of the Support Agreement Management System (SAMS) is mandatory within HQ ACC and the 70 IW. The 70 IW and subordinate SAMs will use this system if they are a Supplier (regardless to what service is being provided support). Once an agreement is completed in SAMS, e-mail an attached exported copy to 70 IW/XPX. 70 IW/XPX will consolidate all e-mails and forward an attached exported file to HQ ACC/LGX in addition to mailing hard copies of the agreements.

6.1.3. (Added) **Wing Legal Office will:**

6.1.3.1. (Added) Review all agreements for compliance with instructions outlined in chapter 6 of AFI 25-201, *Support Agreements Procedures* and HQ ACC Supplement 1 to AFI 25-201.

### ***References (Added)***

DoDI 4000.19, *Interservice and Intragovernmental Support*, 9 August 1995

AFI 25-201, *Support Agreement Procedures*, 1 Dec 1996

ACC Supplement 1 to 25-201, *Support Agreement Procedures*, 16 Feb 1999

AFI 65-601, Vol 1, Chapter 7, *Budget Guidance and Procedures (AF-AF Units)*, 17 Nov 2000

### ***Abbreviations and Acronyms (Added)***

**ACC**—Air Combat Command

**BOS**—Base Operating Support

**HQ**—Headquarters

**HHQ**—Higher Headquarters

**IG**—Inspector General

**ISA**—Interservice Support Agreement

**JA**—Judge Advocate

**J5**—Joints Plans Office

**LGX**—Logistics Plans

**MEI**—Mission Effectiveness Inspection

**MO**—Manpower Office

**MOA**—Memorandums of Agreement

**MOU**—Memorandums of Understanding

**SAV**—Staff Assistance Visit

**SC**—Communications and Information

**SE**—Safety Office

**UCI**—Unit Compliance Inspections

**XP**—Plans and Programs

***Terms (Added)***

**Functional MOA/MOU**—Any support not formally identified on a DD Form 1144. Technical requirements outside of base operating support (BOS). For example, Communications requirements due to their technical nature not mentioned in an ISA.

**Recurring**—Support that is annually budgeted.

**Attachment 9 (Added)****SUPPORT AGREEMENTS CONTINUITY BOOKS**

**A9.1. (Added)** All units with a support agreement program will maintain a continuity book IAW this instruction to include all materials required for administration of the program. The support agreement continuity book will be reviewed and updated at least quarterly, as changes occur, or as directed by higher headquarters. See below for content/setup of continuity book.

**A9.2. (Added) Directive and References:**

A9.2.1. (Added) Copies of/or cross referenced:

A9.2.1.1. (Added) DoDI 4000.19, *Interservice and Intragovernmental Support*

A9.2.1.2. (Added) AFPD 25-2, *Support Agreements*

A9.2.1.3. (Added) AFI 25-201, *Support Agreement Procedures*

A9.2.1.4. (Added) ACC Supplement 1 to 25-201, *Support Agreement Procedures*

A9.2.1.5. (Added) AFI 65-601, Vol 1, Chapter 7, *Budget Guidance and Procedures (AF-AF Units)*

A9.2.1.6. (Added) Any applicable, higher headquarters policies, processes, or messages

A9.2.1.7. (Added) Local directives to include host base MAJCOM supplements to above instructions

**A9.3. (Added) Contents:**

A9.3.1. (Added) Letter of Appointment.

A9.3.2. (Added) Documented record of training. Documentation should include the date, description of training, and the subject matter covered.

A9.3.3. (Added) Program review documentation.

A9.3.4. (Added) Checklists.

A9.3.5. (Added) Self-inspection/self-assessment results and improvement actions (may be filed separately).

A9.3.6. (Added) Host base/higher headquarters SAV results and improvement actions (may be filed separately).

A9.3.7. (Added) MEI results and improvement actions (may be filed separately).

A9.3.8. (Added) A listing of the functional area points of contact and their telephone numbers.

A9.3.9. (Added) Host Base POCs with telephone numbers.

A9.3.10. (Added) How-to-guidance, explaining how the job is accomplished.

**Attachment 10 (Added)****MILESTONES FOR DRAFTING, COORDINATING, AND FINALIZING  
INTERSERVICE SUPPORT AGREEMENTS**

**A10.1. (Added)** Keep in mind the geographical locations of units and groups can affect these milestones, and additional time may be needed (it should take no more than 120 days to complete an ISA). **Use these milestones as guidelines; adjust accordingly.** Ensure you follow up at each stage, at a minimum, every 14 days.

**Table A10.1. (Added) Initial Process.**

<b>Requirements</b>	<b>Number of Days</b>
Receive requirements and prepare first draft of the specific provisions for supplier/receiver review. (Stamp the Document “Draft” and date it). Forward first draft of the specific provisions the supplier/receiver of review and a written reply. Make changes to the specific provision (if any) as requested by the supplier/receiver and forward draft document to the appropriate task functional expert for review and written reply.	1 – 14
Forward to Financial Management and Manpower. Obtain Civil Engineering, Manpower, Security Forces, Legal, Safety, and Comptroller signatures, as applicable.	15 - 28
If the signed agreement is not received within the established milestone, make a second contact attempt follow-up and document the results. If, after the second contact attempt, the signed agreement is not received within the established milestone, submit to the receiver a written request for the status, signed by the Chief, Plans and Programs (XP/J5).	33 - 45
If the signed agreement is not received, submit a second written follow-up, signed by the next higher office after the Chief, Plans and Programs (XP/J5).	46 - 50
If the signed agreement is not received after day 55, or a reasonable time after the second written follow-up, validate the requirement (s) for the agreement.	Day 55

**Attachment 11 (Added)****MILESTONES FOR REVIEWING, COORDINATING, AND FINALIZING  
INTERSERVICE SUPPORT AGREEMENTS**

**A11.1. (Added)** When an agreement is within 90 days of a triennial review and the Supplier has not contacted the Receiver, it is the responsibility of the Receiver to initiate the triennial review. Keep in mind the geographical locations of units and groups can affect these milestones, and additional time may be needed. **Use these milestones as guidelines; adjust accordingly.** Ensure you follow up at each stage, at a minimum, every 14 days.

**Table A11.1. (Added) Review Process.**

<b>Requirements</b>	<b>Number of Days</b>
Forward the current agreement to the Functional Area Agreements Coordinators (FAACs) for review. Have the FAACs make changes to their specific provisions (if any). (Stamp the Document "Draft" and date it).	1 – 15
Make changes to the specific provisions (if any) as requested by the FAACs. Create and forward a Staff Summary Sheet with the draft document for coordination to the appropriate reviewing authorities (i.e. MO, FM, JA, CE, and SF) for review and written reply.	20 – 30
Make changes to the specific provision (if any) as requested by the reviewing authorities. Create a Staff Summary Sheet with the coordinated document and forward to the Wing or Group commander for release to the Supplier commander.	35 – 70
Review changes as requested by the Supplier SAM (if any). Re-coordinate the changes through the FAACs and reviewing authorities. In no major changes were requested forward for approval to the Wing or Group commander and comptroller.	75 - 85

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